

**2010-2011 TLU Teachers' and Site Administrators' Calendar****Active Status** - MAF Teachers currently served **Waiting List** - TLU teachers on waiting list

Date	Time	Task	Location	Staff/Facilitators
July 21, 2010	3:00 – 5:00 pm	TLU General Orientation for Waiting List Teachers, Directors & Local MAF Contractors	Webinar	Cindy Sharon Cassandra
August 4, 2010	11:00 – 1:00 pm 2:00 – 4:00 pm	Part 1 – Track A DPI Evaluation Training	Webinar	Becky Johnson Cindy Wheeler
August 5, 2010	11:00 – 1:00 pm 2:00 – 4:00 pm	Part 1 – Track B DPI Evaluation Training	Webinar	Sharon Spigner Carla Stafford
August 6, 2010	11:00 – 1:00 pm 2:00 – 4:00 pm	Part 1 – Track C DPI Evaluation Training	Webinar	Anne Marie deKort-Young Catherine Woodall
August 9, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	Guilford Child Development Center, 1200 Arlington Dr, Greensboro, NC 27406 336-369-5000	Sharon Spigner Carla Stafford Carolyn Stephenson
August 12, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	Guilford Child Development Center, 1200 Arlington Dr, Greensboro, NC 27406 336-369-5000	Anne Marie deKort-Young Bobbie Rowland Cindy Wheeler
August 12, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	Agri-Expo Center, 414 Warsaw Road, Heritage Hall A, Clinton, NC 28328 (910-592-6451)	Becky Johnson Carla Stafford Catherine Woodall
August 13, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	The Etowah Lion's Den 447 School Road Etowah, NC 28729 828 696-6676	Sharon Spigner Carolyn Stephenson
August 16, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	Family Application Center, 700 Marsh Road, Charlotte, NC 28209 980-343-3784	Adriane Mingo Anne Marie deKort-Young Bobbie Rowland
August 17, 2010	3:30-5:00 pm	Process and Procedures for Wait List Teachers with BA/BS Degrees, Lateral Entry who are eligible for NC Initial Provisional Lateral Entry B-K License	Webinar	Teachers with BA/BS Degrees, site administrators, local MAF contractors and program contacts

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Date	Time	Task	Location	Staff/Facilitators
August 18, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	DPI, 301 N. Wilmington St, Room 224, Raleigh, NC 27601 919-807-3300	Becky Johnson Sharon Spigner Carla Stafford
August – September		Conduct a meeting with the teacher and site administrator and complete the “Team Agreement” and distribute “Pre-Service Checklist”	Note: (Before Sept. 28 th)	TLU Mentors assigned to teachers w/ less than SPII TLU Evaluators assigned to teachers w/ BK SPII or Pre-school Add-on Licenses
August – September		Conduct a getting to know you conference with the teacher and complete the “Getting to Know You Form”	Note: (Before Sept. 28 th)	TLU Mentors assigned to teachers w/ less than SPII Note: This meeting can be conducted on the same day as the “Team Agreement”
August 23, 2010	3:00 – 5:00 pm	Evaluation Overview-Prep Orientation for Teachers, Site Administrators, Evaluators, Mentors	Webinar	Anne Marie deKort-Young Bobbie Rowland Cindy Wheeler
August 25, 2010	3:00 – 5:00 pm	Evaluation Overview-Prep Orientation for Teachers, Site Administrators, Evaluators, Mentors	Webinar	Becky Johnson Cindy Wheeler Catherine Woodall
August 26, 2010	3:00 – 5:00 pm	Evaluation Overview-Prep Orientation for Teachers, Site Administrators, Evaluators, Mentors	Webinar	Sharon Spigner Carla Stafford Cindy Wheeler
September 1, 2010	3:30 – 4:45 pm	Quarterly Statewide TLU update for local MAF contractors and program contacts	Webinar	Cindy, Catherine, Sharon, Cassandra
September 2, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training	West Concord Resource Center, Olive Hill Rm, 509 W. Concord St. Morganton, NC 28655 828-437-4482	Becky Johnson Rich Lambert Carolyn Stephenson
September 6, 2010	Labor Day – Holiday (OEL/TLU Office Closed)			

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Date	Time	Task	Location	Staff/Facilitators
September 8, 2010		Teacher Self-Assessment using “Rubric for Evaluating NC Teachers”	Completed by active teacher on or before Oct. 15th	Teacher will discuss “Rubric for Evaluating NC Teachers” with the evaluator and site administrator during the first post conference
September 13, 2010		Conduct the Peer Observation and Post Conference with the teacher	Note: (On or before 24 th) • Required by NCDPI	TLU Mentor (Mentor will contact TLU Evaluator when completed) or peer as available
September 15, 2010	3:30 - 5:00 pm	Process and Procedures for Wait List Teachers with Provisional BK or SPI Add-on	Webinar	Teachers with Provisional BK or SPI Add-on, site administrators, local MAF contractors and program contacts
September 16, 2010	3:00 – 5:00 pm	TLU General Orientation for Waiting List Teachers, Directors & Local MAF Contractors	Webinar	Cindy Sharon Cassandra
October 4, 2010		Teachers develop Professional Development Plan (PDP) based on self-assessment and/or mentor’s observation (teachers who have less than BK SPII)	(Note: On or before October 15 th)	TLU Mentors remind and/or work with teachers who have less than BK SPII licenses TLU Evaluators remind teachers who have BK SPII or Pre-School Add-on licenses
October 7-9, 2011		NCAEYC Conference	Raleigh, NC	
October 12, 2010	3:00 – 5:00 pm	Part 1 – Track A DPI Evaluation Training	Webinar	Becky Johnson Cindy Wheeler
October 13, 2010	3:00 – 5:00 pm	Part 1 – Track B DPI Evaluation Training	Webinar	Sharon Spigner Carla Stafford
October 14, 2010	3:00 – 5:00 pm	Part 1 – Track C DPI Evaluation Training	Webinar	Anne Marie deKort-Young Catherine Woodall
October 15, 2010		Teacher Observation #1 Teachers with less than 3 years (BK SPI, Preschool Add-on, Lateral Entry, Provisional)	(Note: On or before 15 th)	TLU Evaluators
October 18, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training		
October 19, 2010	3:00 – 5:00 pm	Release of New Evaluation Supplemental Materials for Teachers, Site Administrators, Local Contractors, TLU Evaluators/Mentors	Webinar	Dr. Rich Lambert Dr. Bobbie Rowland

**2010-2011 TLU Teachers' and Site Administrators' Calendar**

Date	Time	Task	Location	Staff/Facilitators
October 20, 2010	3:00 – 5:00 pm	Release of New Evaluation Supplemental Materials for Teachers, Site Administrators, Local Contractors, TLU Evaluators/Mentors	Webinar	Dr. Rich Lambert Dr. Bobbie Rowland
October 21, 2010	3:00 – 5:00 pm	Release of New Evaluation Supplemental Materials for Teachers, Site Administrators, Local Contractors, TLU Evaluators/Mentors	Webinar	Dr. Rich Lambert Dr. Bobbie Rowland
October 25, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training		
October 27, 2010	9:00 – 4:00 pm	Day 2 – Evaluation Training		
November 2-6, 2010		NAEYC Annual Conference	Anaheim, CA	
November 2, 2010		Teachers review Professional Development Plan (PDP). Include site administrators.	Note: On or before 7th	TLU Mentors assigned to teachers w/ less than SPII TLU Evaluators assigned to teachers w/ BK SPII or Pre-school Add-on Licenses
November 11, 2010	Veteran's Day – Holiday (OEL/TLU Office Closed)			
November 17, 2010	3:30 – 4:45 pm	Quarterly Statewide TLU update for local MAF contractors and program contacts	Webinar	Cindy Wheeler, Catherine Woodall, Sharon Spigner, Cassandra Silver
November 25-26, 2010	Thanksgiving – Holidays (OEL/TLU Office Closed)			
November 29, 2010		Teachers with less than BK SPII submit Professional Development Plan (PDP) to the TLU Evaluator	(Note: On or before 30 th)	Teachers with less than BK SPII licenses
November 30, 2010		Teacher Observation #1 for BK SPII teachers	(Note: On or before 30 th)	TLU Evaluators Site Administrators in Meck Co.
December 14, 2010		Submit Professional Development Plans (PDP) to OEL		TLU Evaluators assigned to teachers w/ BK SPII licenses

**2010-2011 TLU Teachers' and Site Administrators' Calendar**

Date	Time	Task	Location	Staff/Facilitators
December 15, 2010		Teacher Observation #2 Teachers with less than 3 years (BK SPI, Preschool Add-on, Lateral Entry, Provisional)	(Note: On or before 15 th)	TLU Evaluators
December 24, 27, 2010	Christmas – Holidays (OEL/TLU Office Closed)			
December 31, 2010	New Year's Day – Holiday (OEL/TLU Office Closed)			
January 10, 2011		Mid-year Professional Development Plan review (PDP). Include site administrators.	(Note: On or before 31 st)	TLU Mentors assigned to teachers w/ less than SPII
January 12, 2011	3:30 - 5:00 pm	Process and Procedures for Teachers with Standard Professional I (SPI), BK license – Years 1 & 2	Webinar	Teachers with Standard Professional I – BK license – Years 1 & 2, site administrators, local MAF contractors and program contacts
January 13, 2011	3:30 - 5:00 pm	Process and Procedures for Teachers with Standard Professional I (SPI), BK license – Year 3 (teachers expected to convert to an SPII, June 2011)	Webinar	Teachers with Standard Professional I – BK license – Year 3 (teachers expected to convert to an SPII, June 2011), site administrators, local MAF contractors and program contacts
January 17, 2011	Martin Luther King Jr's Birthday – Holiday (OEL/TLU Office Closed)			
January 24, 2011		Mentors submit initial Professional Development Plans (PDP), team agreement, preservice checklist and mentor logs to OEL for teachers who have less than BK SPII	(Note: On or before 31 st)	TLU Mentors assigned to teachers w/ less than BK SPII licenses
January 25, 2011	3:30 - 5:00 pm	Process and Procedures for Teachers with Standard Professional II (SPII) - BK	Webinar	Teachers with Standard Professional II (SPII) - BK, site administrators, local MAF contractors and program contacts
January 26, 2011	3:30 - 5:00 pm	Process and Procedures for Teachers with Provisional (BK or PS Add-on) license	Webinar	Teachers with Provisional (BK or PS Add-on) license, site administrators, local MAF contractors and program contacts
February 1, 2011	3:30 - 5:00 pm	Process and Procedures for Teachers with Initial Lateral Entry – Years 1 & 2	Webinar	Teachers with Initial Lateral Entry – Years 1 & 2, site administrators, local MAF contractors and program contacts

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Date	Time	Task	Location	Staff/Facilitators
February 2, 2011	3:30 - 5:00 pm	Process and Procedures for Teachers with Initial Lateral Entry – Year 3	Webinar	Teachers with Initial Lateral Entry – Year 3, site administrators, local MAF contractors and program contacts
February 15, 2011		Teacher Observation #3 Unannounced - Teachers with less than 3 years (BK SPI, Preschool Add-on, Lateral Entry, Provisional) (Note: On or before 15 th) Unannounced - Teachers with BK SPII - Observation #2		TLU Evaluators TLU Evaluators Site Administrators in Meck. Co.
February 16, 2011	3:30 – 4:45 pm	Quarterly Statewide TLU update for local MAF contractors and program contacts	Webinar	Cindy Wheeler, Catherine Woodall, Sharon Spigner, Cassandra Silver
March 9-11, 2011		North Carolina Head Start Association's 41st Annual Training Conference	Raleigh Convention Center, NCHSA Conference, 500 S. Salisbury St., Raleigh, NC 27601	
April 12, 2011	3:00 – 5:00 pm	Part 1 – Track A DPI Evaluation Training	Webinar	Becky Johnson Cindy Wheeler
April 13, 2011	3:00 – 5:00 pm	Part 1 – Track B DPI Evaluation Training	Webinar	Sharon Spigner Carla Stafford
April 14, 2011	3:00 – 5:00 pm	Part 1 – Track C DPI Evaluation Training	Webinar	Anne Marie deKort-Young Catherine Woodall
April 15, 2011		Teacher Observation # 4 Summary Evaluation and Conference for teachers with less than 3 years (BK SPI, Preschool Add-on, Lateral Entry, Provisional)	(Note: On or before 15 th)	TLU Evaluators Teachers with less than 3 years (BK SPI, Preschool Add-on, Lateral Entry, Provisional)
April 22, 2011	Good Friday – Holiday (OEL/TLU Office Closed)			
April 27, 2011	9:00 – 4:00 pm	Day 2 – Evaluation Training		
April 28, 2011	9:00 – 4:00 pm	Day 2 – Evaluation Training		

**2010-2011 TLU Teachers' and Site Administrators' Calendar**

May 2-5, 2011		National Smart Start Conference	Sheraton Greensboro at Four Seasons 3121 High Point Road Greensboro, North Carolina 27407	
May 3-8, 2011		National Head Start Conference	Dallas, TX	
May 8-11, 2011		International Reading Association (IRA) Conference	Orlando, FL	
May 11, 2011		Final Professional Development Plan (PDP) review	Note: On or before June 15 th	Teachers with less than BK SPII licenses
May 15, 2011		Teacher Observation #3 Summary Evaluation and Conference - (Year 5) Teachers with BK SPII	(Note: On or before 15 th)	TLU Evaluators Site Administrators in Meck. Co.
May 16, 2011	9:00 – 4:00 pm	Day 2 – Evaluation Training		
May 17-19, 2011		National Inclusion Institute	Chapel Hill, NC Google: NECTAC	
May 18, 2011	3:30 – 4:45 pm	Quarterly Statewide TLU update for local MAF contractors and program contacts	Webinar	Cindy, Catherine, Sharon, Cassandra
May 19, 2011	9:00 – 4:00 pm	Day 2 – Evaluation Training		
May 23, 2011		Teachers update Professional Development Logs		TLU Mentors and Evaluators remind teachers to update and submit to OEL by June 15 th
May 25, 2011	3:00 – 5:00 pm	TLU General Orientation for Waiting List Teachers, Directors & Local MAF Contractors	Webinar	Cindy Sharon Cassandra
May 30, 2011	Memorial Day – Holiday (OEL/TLU Office Closed)			
June 1, 2011		Submit final Professional Development Plan (PDP) to OEL by June 15 th		TLU Mentors assigned to teachers w/ less than SPII (submit PDP and mentor logs) to OEL.
June 1, 2011		Begin plans for next year's Professional Development Plan (PDP)		All teachers
June 15, 2011		Teachers submit Professional Development Logs to OEL by June 15 th		All Teachers (BK-SPI, BK-SPII, Provisionally Licensed) August 15 th (Lateral Entry Only)
July 4, 2011	Independence Day – Holiday (OEL/TLU Office Closed)			